

# Working with PDFs

## Enabling Tabs

Click "Edit" Tab in FileCenter (PDF Editor)

- Click "Tools" dropdown
- Click "Restore PDF Editor Default Settings"

## Merging PDFs

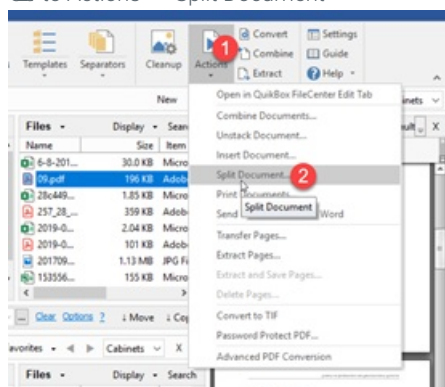
Manage tab and drag/drop the files onto each other:

1. Select as many files as you want
2. Drop them onto the file you want to add them to
3. Choose whether to Append or Prepend
4. Confirm the document order
5. Click OK FileCenter will combine them on the spot.

## Splitting PDFs

Select the PDF you want to split

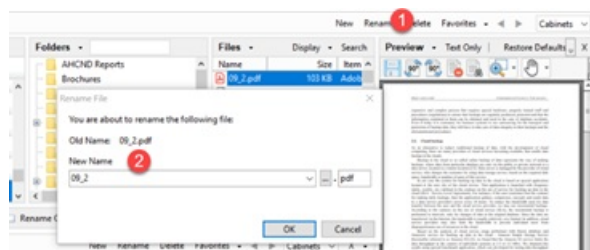
Go to Actions >> Split Document



## Re-Naming PDFs

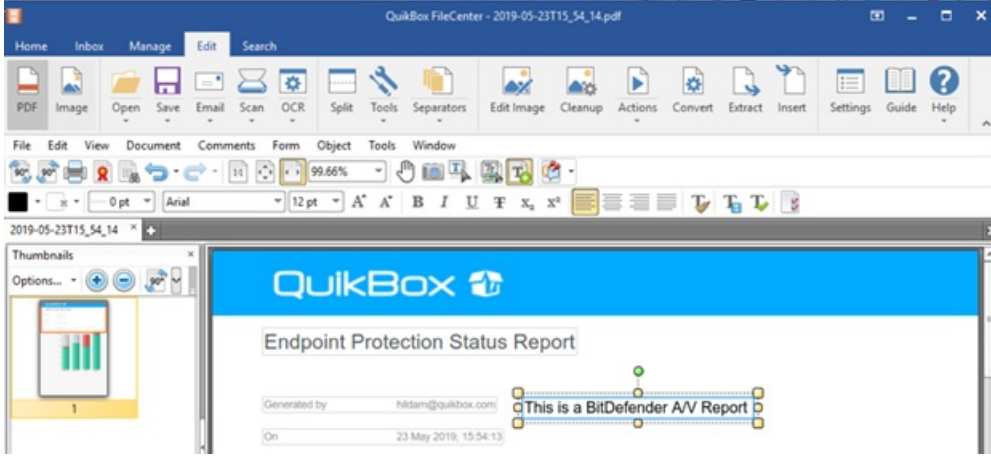
Select the PDF

Rename



## Editing PDFs

Go to the 'Edit' tab on the ribbon

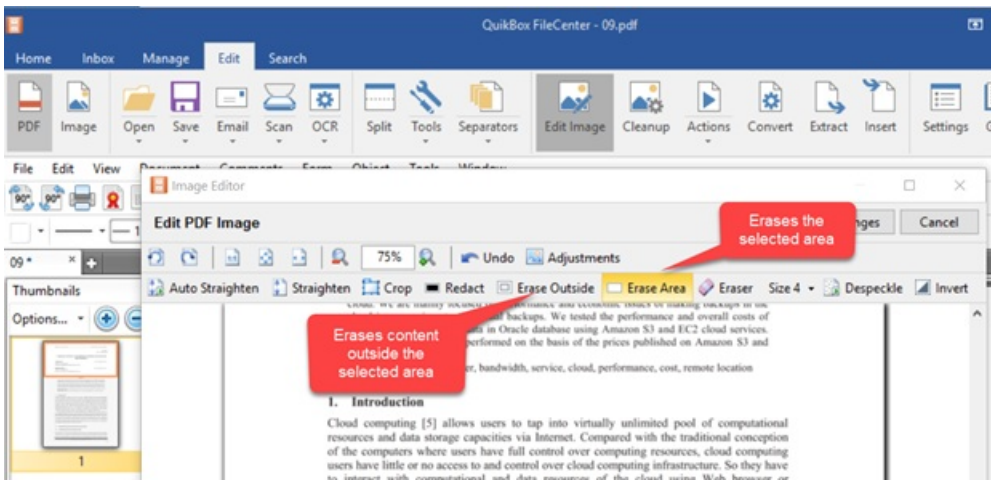


## Erase PDF

Go to Edit Image at the top

Select 'Eraser Area' to erase a section of the document you want removed

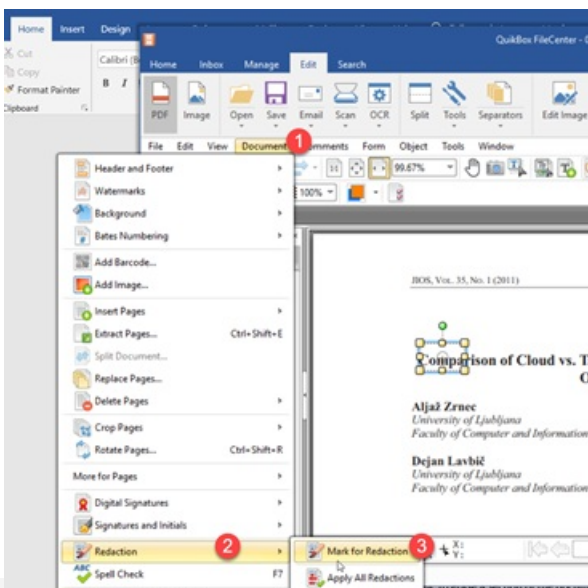
Select 'Erase outside' to select an area of the document to keep. The rest of the document outside the selected area is removed.



## Redaction

1. Open the PDF

2. Go to the Document menu on the PDF editor's toolbar
3. Select Redaction > Mark for Redaction
4. Draw a rectangle around the area to be redacted, OR ...
5. Drag the cursor across text to be redacted



Online URL: <https://support.quikbox.com/article/working-with-pdfs-35.html>